How do I close, void or clear a sales orders Last Modified on 03/31/2021 3:28 pm EDT

At times your customer may cancel some or all of a sales order. If you do not want to delete the sales order you can close it manually by CHECKING the CIr box on each line item then click Save.

You can also go to the Sales Orders List, Check the Sale Order the right click and select 'Close Order'